

AC-00
SAMPLE COVER LETTER for an
ABBREVIATED WORK PLAN AND BUDGET

(Letter head: Consultant Name, Address, and Phone Number)

August 15, 2002

Mr./Ms. Owner/Operator or Contact Person
PO Box 200901
Helena, MT 59620

Subject: Abbreviated Corrective action plan and Budget for [task(s)] for the Petroleum
Release at (Name of Facility), (Street Address), (Town), MT (Zip Code); Facility ID
(Number), Release (Number).

Dear Mr. and Ms.

(Consultant) is pleased to present this abbreviated corrective action plan and budget for (for example, groundwater monitoring and SVE system exhaust sampling) as requested by the Department of Environmental Quality Petroleum Release Section (DEQ-PRS) in a letter dated (date). The purpose of this task(s) is to obtain (for example, current groundwater contaminant concentrations and SVE system exhaust data to be evaluated in future decision-making processes).

Groundwater-monitoring wells (monitoring well identification/names) will be (for example, gauged and sampled from the upper 24-inches of the water column with a disposable bailer using no-purge methodology). One sample from each well will be collected into (appropriate sample container), preserved, and shipped in a cooler with a chain-of-custody form to (laboratory name) for (for example, VPH Massachusetts Method analysis). Upon receipt of the laboratory analytical report, (Consultant) will forward a copy of the laboratory report, depth-to-water level measurements, and SVE system exhaust measurements under a one-page cover letter report (abbreviated report format) to DEQ-PRS for review.

It is a pleasure to be of service to you. If you have questions or comments, please feel free to contact me (at contact information).

Sincerely,

(Consultant project manager)
(Firm)

Enc: Task and Budget worksheet

cc: DEQ Project Manager